

## Scheduling Parameters

### Overarching Principles

1. Schedule classes to meet student needs – schedules should be built prior to staffing
  2. Maintain a comprehensive schedule of offerings
  3. Meet the needs of the entire District – off campus classes should be scheduled as part of initial planning
  4. We must adhere to the scheduling deadlines
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### Scheduling Parameters

Avoid schedules that block students out of two uniform scheduling time blocks

Do not schedule classes less than one hour (50 minutes) per meeting – are not eligible for FTES funding

If you offer a single section per semester – alternate day / evening

Classes cannot be scheduled across terms

Spread GE offerings throughout days / evenings / Centers

Classes must be regularly scheduled – cannot skip days / weeks – avoid positive attendance

If a class meets 6 or more hours in a row, you must schedule a minimum of a 30 minute break

Schedule evening classes to end no later than 10:00 p.m.

Video seminars will be scheduled in shared rooms – seminar dates will be coordinated by Instructional Services

If you offer multiple sections of the same course – spread morning/afternoon/evening

Avoid TBA hours

Classes with different components cannot be combined.

There are standard start / end dates for 8 week sessions;

Fast Track 1, Jan. 19 – Mar. 19  
MW classes Jan. 20 – Mar. 17  
T Th classes Jan. 19 – Mar. 11

Fast Track 2, Mar. 29 – May 21  
MW classes Mar. 29 – May 19  
T Th classes Mar. 30 – May 20

Other short term classes should not overlap the 8 week sessions